

# VACANCY ANNOUNCEMENT

## Announcement Number: 039 05

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF  
USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER  
CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED  
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.

**OPEN TO:** All Interested Applicants

**POSITION:** Economic Specialist, FSN-11, FP-4

**OPENING DATE:** August 30, 2005

**CLOSING DATE:** September 13, 2005

**WORK HOURS:** Full-time work week schedule; 40 hours/week

**SALARY:** EFM/MOH/NOR: U.S. \$47,682 p.a.  
(Starting salary - Position Grade: FP-4)

Ordinary Resident: Euro 29,863 p.a.  
(Starting salary - Position grade: FSN-11)

Mission employees may not apply for vacant position during probationary period.

Greek National employees who have not completed their regular military service are not considered for employment with the American Embassy.

The U.S. Embassy in Athens is seeking an individual with the required residency/work permits for the position of Economic Specialist in the Economic Office.

## **BASIC FUNCTION OF POSITION**

The incumbent is responsible to follow and provide timely analysis on economic sector developments and their consequence for U.S. interests both economic and political. To advise members of the economic section, executive officer, or other USG visitors, on the significance of Greek economic policies on U.S. economic goals, or U.S. economic policies on U.S.-Greek relations.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each criteria.

- Bachelor's degree in economics, finance or business **is required**.
- Masters degree in Economics **is required**. Masters degree can be substituted with four additional years of experience.
- At least five (5) years of experience in economics and economic policy, relating to the Greek policy is required.
- Greek language level V (native) read/write **is required**.
- English language level IV (fluent) read/write **is required**
- Ability to a) communicate effectively in English, both written and orally b) draft a wide variety of economic reports in final form and c) develop and maintain high level (Secretary General/CEO level) contacts in the Greek public and private sectors **are required**.
- Must a) have a high level of expertise in the Greek economic and business environment, as well as an extensive understanding of economic theory b) be well-versed in Greek history, politics and government, and c) understand U.S. economic and foreign affairs agencies, their policies and activities **are required**.
- Excellent interpersonal skills and an in-depth understanding of both Greek and English business and government cultures **are required**.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans preference will be given. Therefore, it is essential that all candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, or visa/resident status, and eligibility for security clearance in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. AEFMs who currently hold a FMA appointment or other NORs who are currently employed under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### HOW TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); OR
2. A current resume.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-124 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

Applications which are incomplete will not be considered.

### JOB INFORMATION

In order to apply for vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number
2. Title and grade of the position for which you are applying.

### PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address and day phone numbers, including area code.
2. Social Security Number (if applicant is a U.S. citizen).
3. Country of citizenship.
4. Veterans' preference (proof of eligibility required).
5. Name, city and state of last high school attended and date of diploma.
6. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received.

### WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title.
2. Duties and accomplishments.

3. Employer's name and address.
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor.)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualifications, including job-related: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g. honor societies, publications).

### **ADDITIONAL INFORMATION**

All applicants must submit information that addresses the required qualifications.

**Applications which are incomplete will not be considered.**

### **WHERE TO APPLY**

**You may hand deliver your application/resume to the Reception area of the Embassy by 5 p.m. on the closing date, or FAX, mail or e-mail it at [recruitmentath@state.gov](mailto:recruitmentath@state.gov).**

All applicants will be notified in writing of the results of the consideration given their application approximately six to eighth weeks after the closing date of the announcement.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Sarah S. Penhune  
American Embassy  
10160 Athens

### **POINT OF CONTACT**

Name: Georgia Papadimatou  
Telephone: 210-720-2238  
FAX: 210-720-2197

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18; Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Members (EFMs): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. Members of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/no on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: September 13, 2005**

The US Mission in Greece is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

Distribution: All Mission Personnel